**2nd Grade Computer Skills Terms**

In addition to Kindergarten & first grade computer skills terms

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| **Terms** | **Definitions** |
| Accuracy | The ability to work without or limited mistakes. |
| Appropriateness | The ability to understand and find accurate materials from reliable sources on the web and to remain on task. |
| Ascending Order | Organizing or sorting information in order from smallest to largest, or A-Z or 1-9. |
| Bar Graph | A way to present information from a spreadsheet that uses parallel bars to compare data. |
| Button Bar/Tool Bar | A horizontal strip of buttons near the top of a window that provides shortcuts for commonly used commands. Some programs let you choose to hide or display the button bar, and mix and match buttons to customize a button bar. Also known as a toolbar. |
| Buttons | A hot spot used in multimedia applications to navigate from one place to another or to activate elements (e.g., sound, movies, animation). |
| CD | A storage device that can hold 650-700 MB of data |
| Chart/Graphs | A way to present information from a spreadsheet in the form of graphs or tables. |
| Circle/Pie Graph | A way to present information from a spreadsheet showing percentages or parts of a whole. |
| Clip art | Drawings you can add to your documents or presentations. Clip art includes items such as cartoons, maps, symbols, and flags. |
| Database | Software application that helps manage large collections of information. A simple database might be a single file containing many records, with the same set of fields. Data can be sorted/filtered and searched by one or more criteria. |
| Descending Order | Organizing or sorting information in order from largest to smallest, Z-A or 9-1. |
| Desktop | The background on a computer. It may contains windows, menus, icons, files and dialog boxes. |
| Desktop publishing | Using features of word processing/DTP software to format and produce documents, letters, reports, flyers, and newsletters with graphics. |
| Document | Files created by the user such as Word Documents, Spreadsheets, Multimedia Presentations and more. |
| DVD | A storage device that can hold large amounts of data. |
| Filter/Search | To narrow down the information within a database by searching for a specific item. |
| Hard drive | A storage device inside the computer that stores software and data. |
| Hardware | Part of the computer system such as a keyboard, screen, mouse, joystick, printer, speakers, etc. |
| Home row | Keys on the keyboard with fingers of the left hand are on A-S-D-F and fingers on the right hand on J-K-L-; |
| Host | The name given to a computer directly connected to the Internet. Host computers are associated with computer networks, online services, or bulletin board systems. |
| Keyboard | The hardware device used to enter letters, numbers and symbols into the computer. |
| Line graph | A way to present information from a spreadsheet to display trends over time with points and lines. |
| Linear/Sequential | Moving in a straight line or path; a multimedia presentation that moves in a straight line from image to image.  Slide 1🡪 Slide 2 🡪 Slide 3 🡪 Slide 4, etc… |
| Numeric keypad | The portion of a keyboard, set up like an adding machine or calculator used to enter numbers and equations quickly into the computer. |
| Personal Information | Any information that can reveal who a person is, including (Names, Addresses, Phone #’s, Home Town, School, Parent Names, Parent Phone #’s, Pictures, Date of Birth, Etc) |
| Pictogram | A graph that uses symbols or pictures to represent data. |
| Retrieve | To get back or restore and open a saved document. |
| Search/Filter | To narrow down the information within a database by searching for a specific item. |
| Search Strategies | There are 3 basic ways to begin a search.  1. Try to guess at the URL.  2. Use Subject directories provided by some search engines.  3. Use a search engine for large searches using unique keywords or combinations of keywords to narrow the search. |
| Sort | Arranging information in a specific order (usually ascending and descending). |
| Storyboard | A graphic organizer used for planning and developing a multimedia including reports and presentations. The contents, layout, and formatting of each page, card or slide. |
| Telecommunication | The act of sending and receiving information, such as data, text, pictures, voice, and video. This exchange of information can be within a building or around the globe. |
| Tool Bar/Button Bar | A row, column, or block of on-screen buttons or icons that activate certain functions when clicked on with the mouse |
| Word wrap | This occurs when you get to the end of a line and continue typing the text will then go to the next line. |